



BUSINESS ADMINISTRATION
Certificate (General Track)
C25120 (18 CREDITS)

Name:	
Student ID:	
HCC Gmail:	
Advisor:	



Program Description

The Business Administration curriculum introduces students to the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business.

Check below if RISE benchmarks met

RISE Placement Measures							
HS GPA	ACT SCORE	SAT SCORE	OLD DEV ED	MAT CREDIT	ENG CREDIT	RISE TEST	OTHER TEST

If RISE benchmarks not met, mark courses needed

Transition Level Co-requisite Courses (As Needed)											
ENG 002	MAT 003		ENG 011		MAT 010	OR	MAT 043	OR	MAT 052	OR	MAT 071

Fall I

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered				Semester/Year Course Taken	Grade
					Fall	Spring	Summer			
BUS 115	Business Law I	None		3	✓					
OST 131	Keyboarding	None		2	✓					
Semester Totals:				5						GPA:

Spring I

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered				Semester/Year Course Taken	Grade
					Fall	Spring	Summer			
BUS 110	Introduction to Business	None		3	✓	✓	✓			
MKT 120	Principles of Marketing	None		3		✓				
Semester Totals:				6						GPA:

Fall II

Course Prefix	Course Title	Requisites	Course Notes	Credits	When offered				Semester/Year Course Taken	Grade
					Fall	Spring	Summer			
ACC 120	Prin of Financial Accounting	None		4	✓					
BUS 137	Prin of Management	None		3	✓					
Semester Totals:				7						GPA:
Program Totals:				18						overall GPA: